Campus Compact for Southern New England

AmeriCorps VISTA Program
Host Site Request for Proposal and Application

Proposals due March 23, 2017

ISSUED BY:
Campus Compact for Southern New England

IN PARTNERSHIP WITH:
MASSACHUSETTS STATE OFFICE OF THE
CORPORATION FOR NATIONAL AND COMMUNITY SERVICE

Awards contingent on final appropriations and approval by CNCS

Host Site Application and Recruitment Timelines

Host Site Application

February 15, 2017	RFP and Host site Application Released
February 27, 2017 February 28, 2017 February 28, 2017 March 1, 2017 March 2, 2017	Application Assistance - Webinar 1:30-3:30 PM Application assistance - Worcester, MA 9:30-11:30 AM Application Assistance - Boston, MA 1:30-3:30 PM Application assistance - New Britain, CT 2:00-4:00 PM Application assistance - Providence, RI 1:30-3:30 PM **Click here to register**
March 3, 2017	Intent to apply due
March 23, 2017	Host site applications due
April 7, 2017	Host site notifications/feedback sent electronically
April 21, 2017	Responses to Feedback letter due
May 6, 2017	Supervisor Orientation
June 1, 2017	MOUA and host site invoice issued
July 1, 2017	MOUA's. On-Site Orientation Plan, Host Site Fee invoice due
Late July/early August 2017	CCSNE VISTA 2017-18 begins

Recruitment

January 2017	Guidance for Recruitment issued to current sites
February 2017	CCSNE VISTA member application open on VISTA portal
February-April 2017	Current host site recruitment screening and interviews of local candidates
January-June 2017	Candidate screening and interviews by CCSNE
April 14, 2017	Deadline for current VISTA to commit to re-enrollment
May 1, 2017	Deadline for host site candidate selection
May 1-June 19	CCSNE placement of national recruits at host sites

Application Submission

The application and required attachments must be submitted online at www.ccsne.compact.org by 5:00 PM on March 23, 2017.

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INTRODUCTION

Campus Compact for Southern New England

In order to better achieve the mission of Campus Compact in the Southern New England region, the separate governing boards of Connecticut, Massachusetts, and Rhode Island state Campus Compact networks approved the merger of the three state offices into a new organizational structure: the Campus Compact for Southern New England (CCSNE). This new multi-state regional Compact network will be become a part of the national Campus Compact 501c3 organization effective July 1, 2017.

This organizational shift is intended to leverage the strong infrastructure for engagement that has been collectively built over the past 20+ years and to create a national model for supporting member campuses to educate students for civic and social responsibility. The office for the tri-state CCSNE network will be located in Boston during the initial transition year at the national office of Campus Compact.

The change in organizational alignment for the three state-based Campus Compact networks to become the CCSNE provides the opportunity to consolidate three separate VISTA programs in the hope of achieving a greater impact on poverty as it relates to educational inequity. CCSNE VISTA will leverage the existing partnerships between higher education and their school and community-based non-profit partners to build high impact programs, organizational approaches and collective impact efforts focused on improving education outcomes for children and students who live in poverty.

Overview of AmeriCorps VISTA

Founded in 1965, Volunteers in Service to America (VISTA) is a federal national service program designed to provide needed resources to nonprofit organizations and public agencies to increase their capacity to lift Americans out of poverty. In 1993, VISTA was incorporated into the AmeriCorps network of programs, housed at the Corporation for National and Community Service (CNCS).

AmeriCorps VISTA supports efforts to alleviate poverty by recruiting US Citizens and people with United States work authorization aged 18 years and older from a diverse range of backgrounds to dedicate a year of full-time service with a sponsoring organization ("sponsor") to create or expand programs designed to empower individuals and communities in overcoming poverty.

While strong progress has been made in lifting Americans out of poverty since the inception of VISTA, recent data from the United States Census Bureau identifies more than 45 million Americans still living in poverty.

In FY 2017, AmeriCorps VISTA plans to support approximately 8,000 full-time VISTA members who will serve with approximately 1100 projects in low-income communities across the country. These VISTA members will leverage human, financial and material resources to

develop sustainable solutions to problems in low-income communities.

VISTA projects must include the four core principles outlined by CNCS: anti-poverty, community empowerment, sustainable solutions and capacity building and at least one of the priority focus areas: disaster services, economic opportunity, education, environmental stewardship, healthy futures and veterans and military families.

For more information about AmeriCorps VISTA (click here)

Four Core Principles for VISTA Programming

Projects must be developed in accordance with AmeriCorps VISTA's core principles: an anti-poverty focus, community empowerment, sustainable solutions and capacity building.

Anti-Poverty Focus
The statutory purpose of AmeriCorps VISTA programs is to strengthen and support efforts to eliminate and alleviate poverty and address poverty-related problems in the United States. Each VISTA project should focus on empowering individuals to emerge out of poverty, not simply make poverty more tolerable. VISTA projects focus on long-term solutions rather than short-term services.

Community Empowerment
Sponsoring organizations ensure that the project must engage people of the communities to be served by the project in planning, developing, implementing and evaluating the project. Each project must be responsive and relevant to the lives of community residents and should tap into inherent community assets, strengths and resources.

Sustainable Solutions
AmeriCorps VISTA members serve as short-term resources that serve to build the long-term sustainability of anti-poverty programs. VISTA projects should be developed with a goal to phase out the need for VISTA members within three years and have the project to continue without them.

Capacity-building
VISTA projects leverage resources, expand the scale, impact, and resource-leveraging ability of programs and organizations that work to eliminate poverty. Rather than providing direct service to low-income individuals and communities, VISTA members strengthen organizations by building infrastructure, expanding community partnerships, securing long-term resources, and more as determined by local needs.

VISTAs are not staff members or employees of the sponsoring organization to which they are assigned or the host site and its partners. VISTA members may not engage in activities at sponsoring organization or host site that would displace or supplant paid staff, contractors, or existing volunteers. These prohibitions against displacement and supplantation include activities related to the application and management of other Federal grants and programs (including using VISTA members to apply for Federal grant programs).

Key Legislation and Regulations
The VISTA program's governing legislation and applicable regulations are the:
- Domestic Volunteer Service Act of 1973 (as amended)
- Edward M Kennedy Serve America Act of 2009 (Public Law 113-13, October 2009)
- Code of Federal Regulations, Title 45, Chapter 25 Part 2556

Campus Compact for Southern New England VISTA and the CNCS Education Priority

The Campus Compact for Southern New England AmeriCorps VISTA Corps program will form in July 2017 when the Campus Compact state networks in Connecticut, Massachusetts and Rhode Island merge to form the Campus Compact for Southern New England. CCSNE will be an intermediary AmeriCorps VISTA sponsor through the Massachusetts office of the Corporation for National Service with 66 AmeriCorps VISTA members and 4 AmeriCorps VISTA Leaders.

As an intermediary organization, CCSNE has designated the CNCS focus area of education as its priority. All host site applications must propose capacity building for education partnerships that address the needs of low-income children/students. This focus reflects the mission, values and strategic goals of the members of CCSNE and the strengths of Campus Compact as a national organization.

Eligibility to apply to for CCSNE AmeriCorps VISTA

CCSNE VISTA members will only be awarded to institutions of higher education in Connecticut, Massachusetts or Rhode Island who are Campus Compact members in good standing as defined by the payment of their membership dues on or before July 1, 2017. Current non-member institutions of higher education from Connecticut, Massachusetts or Rhode Island may apply to host a CCSNE VISTA, and if selected, the institution must join the Compact through the payment of membership dues on or before July 1, 2017.

Member campuses may apply in partnership with another member campus or with an external partner (e.g. regional consortium office, school district, and/or non-profit) who share the same geographic area and programmatic goals. The primary office of the VISTA member is not required to be located at the host institution, and may be at a designated partner organization

Application for Renewal

VISTA members are short-term resources that serve to build the long-term sustainability of anti-poverty programs. VISTA projects must be developed with the goal to phase out the need for VISTA members and for the proposed campus/community partnership to have the capacity to continue without them.

Current host sites through the Connecticut, Massachusetts and Rhode Island Campus Compact VISTA programs may apply for renewal of the current partnership for up to three years following all of the guidelines in this RFP. Awards are made on an annual basis and are not guaranteed. The most competitive renewal applications will show strong plans for sustainability as well as evidence of capacity building impact.

About CCSNE AmeriCorps VISTA Members

CCSNE AmeriCorps VISTA members vary in age and come from a range of diverse backgrounds and experiences. A two or four-year college degree is required to apply to be a CCNSE VISTA member. Each VISTA commits to one year of full-time service and may serve up to three years. VISTA members are typically not experts in any specific field but have significant experience working with community-based organizations and/or have participated in college-level civic engagement. The CCSNE VISTA Corps is a passionate group of individuals dedicated to community development, service and making an impact on poverty.

While serving as an AmeriCorps VISTA, members may NOT:

- Provide direct service (except in a limited capacity for training purposes)
- Engage in lobbying or other restricted partisan political activities including voter registration
- Provide religious instruction in the course of their VISTA duties
- Receive additional direct payments from the host site or identified community partner
- Be used to supplant, replace, or eliminate staff positions or impair existing contracts for service

In addition, CCSNE operates with the following restrictions: CCSNE VISTA members may not:

- Transport students to and from service sites on a regular basis.
- Travel outside of the country in an official capacity (includes international service trips).
- Serve as the legal applicant or program director for a CCSNE or other state or federally sponsored grant program, or bear sole responsibility for such programs.
- Be used as an administrative stopgap, during a hiring freeze, maternity leave or work stoppage.

CCSNE VISTA Programmatic Priorities and Requirements

Building Capacity for PK-20 Education Partnerships

All CCSNE VISTA members are part of the AmeriCorps network and receive the following benefits:
- Living stipend of approximately $900-1300/month (pre-tax) – determined by the cost of living in the county where the host site is located
- 10 personal and 10 sick days
- Choice between a Segal Education Award of $5815 or $1500 end of service payment

- Basic health coverage
- Loan deferment/forbearance (depending on the lender)
- Limited relocation assistance for moves greater than 50 miles
- Professional development and training opportunities

Connecticut, Massachusetts and Rhode Island Campus Compact member institutions apply to host a CCSNE VISTA member to build capacity for education partnerships and projects that connect colleges and universities to school and community-based efforts to address educational inequity for economically disadvantaged children, students and their families.

CCSNE VISTA members build capacity by expanding the scale, impact, and resource-leveraging ability of programs, organizations and collective impact efforts.

1. **Program Level** – Host sites will propose to host VISTA members who will build capacity for programs that address the education needs of children and college students who live in poverty. These include, but are not limited to: tutoring and mentoring programs; campus peer support networks; or any in-or-out-of-school-time programming that helps improve education outcomes, makes it possible for children and students to progress in school/college, stay on grade-level, and graduate. Sample VISTA Assignment Description (VAD) activities include: create or improve outreach, marketing and recruitment materials; enhance volunteer recruitment and management systems; write grant proposals, and identify in-kind resources to meet the designated program intervention objectives.

2. **Organizational Level** - Host sites will propose to host VISTA members who will build capacity at the organizational level for multiple campus departments to work together successfully to address the education needs of children and college students who live in poverty. VISTA members will assess and align multiple disconnected education efforts on campus that either internally improve the ways that campus departments or centers work to support and retain college students who are at risk due to economic inequity and/or connect multiple departments that work externally with the same schools or community organizations to address the education needs of children/students who live in poverty. Sample VAD activities include, but are not limited to: developing an inventory of internal and/or external departments or centers focused on educational inequities; creating systems for tracking and measuring a diverse array of teaching, research, and institutional practices occurring within campus-community partnerships; improving evaluation and assessment efforts; and building partnerships internally or externally that improve the ability to meet the needs of economically disadvantaged children, college students, and families.

3. **Systems Level/Collective Impact** – Host sites will propose to host VISTA members who will build capacity for systems-level collective impact through multi-sector partnerships working together to address the education needs of children and students who live in poverty. Collective impact requires multi-sector involvement and leadership including educational systems, government, private industry, nonprofit organizations, and funders. Sample VAD activities include, but are not limited to: creating and conducting community-wide asset mapping and needs assessment

activities; developing inventories of all campus activities that impact local schools (teacher education programs, tutoring and mentoring programs, admissions outreach etc.); facilitating connections among various community projects within the collective impact focus; enhancing communication between and among various stakeholders including the students and their families; and collecting and reporting on performance measures which hold stakeholders accountable to their common agenda.

Regardless of the scope of the proposed capacity building effort of the CCSNE VISTA, the host site proposal must be aligned with one or more of the following CNCS Education objectives:

School Readiness
Building capacity for economically disadvantaged pre-school aged children to make gains in social/emotional skills, literacy or numeracy skills (teaching, tutoring, and the provision of education readiness support services to children and families).

K-12 Success
Building capacity to support academic and behavioral outcomes of low-income students in elementary, middle and high schools (teaching, tutoring, mentoring of students, expanded learning or out of school time programs and other school improvement support).

Postsecondary Access and Success
Building capacity to prepare students for higher education and training and improve the prospects of success in postsecondary education institutions for economically disadvantaged students (programs that help students prepare for college and careers including, college counseling, tutoring, enrollment support, retention activities for first-generation and low-income students).

Additional Priorities

The CNCS has established a number of additional priorities. Proposals are not required to address these, but will be given a priority in application review for their inclusion.

Priority for High Poverty Areas/High Poverty Schools
Priority will be given to host site proposals that serve areas of concentrated poverty. This is defined as Census tracts or counties with 20% or higher rates. These can be rural or urban areas and the projects can be located in or serve the high-poverty areas. Further consideration will be given to persistent poverty areas – those that have had a poverty level of 20% or higher for 30 years or more. Given the generational nature of poverty, every effort should be made to target AmeriCorps VISTA resources to these areas. To assist in targeting these areas, USDA has developed a concentrated poverty-mapping tool: http://rdgdwe.sc.egov.usda.gov/rdpoverty/index.html. High poverty schools are defined as schools or school districts where the participation in the Federal Free and Reduced Lunch program is 76% or greater.

Priority for STEM Education
AmeriCorps VISTA remains committed to expanding projects focused on the STEM (Science, Technology, Engineering and Mathematics) education programs that will build partnerships between STEM, students, faculty/staff, and community partners to develop long-term solutions for bolstering the number of underrepresented students who obtain STEM degrees.

Priority for Community Colleges
Projects that partner or work in concert with community colleges are encouraged, given the hub of services and supports that these schools currently provide to low-income populations. Beyond the significant educational benefits imparted through curriculum and class instruction, community colleges provide a strong foundation for workforce development and strengthening local communities

Priority for Populations and Regions

The CNCS encourages new project development where appropriate in the following specific program areas:
- Opportunity Youth
- Rural Community Development
- Indian Country
- New American/Immigrant and Refugee Integration

Host site applications that propose education capacity building partnerships that serve one of these areas will be given the highest consideration in the review process.

Opportunity Youth
In response to the call to support boys and men of color and all youth, AmeriCorps VISTA will aim to support projects focusing on:
- Ensuring all youth out of school are employed
- Ensuring all youth remain safe from violent crime
- Ensuring all children enter school cognitively, physically, socially and emotionally ready
- Ensuring all children read at grade level by 3rd grade
- Ensuring all youth graduate from high school
- Ensuring all youth complete post-secondary education or training

Rural Community Development
VISTA seeks a balanced portfolio of urban and rural programming. More that 35% of those living in rural counties live in high poverty areas and 85% of persistent poverty counties are in rural America. CCSNE seeks host site proposals that will build capacity for addressing the education needs of children and students in rural communities.

Indian Country
In fiscal year 2017, VISTA aims to increase its footprint in Indian Country. According to the Census Bureau, Native Americans have the highest poverty rates in the country and reservations are some of the poorest locations in the United States.

New Americans/Immigrant and Refugee Integration
Poverty acutely impacts immigrant and refugee populations, and AmeriCorps VISTA will prioritize projects that support local government and nonprofit efforts to increase the civic, economic and linguistic integration of new Americans.

Program Duration

Pending approval from the CNSC, CCSNE expects the 2017-18 CCSNE AmeriCorps VISTA program year to be August 1, 2017-July 31, 2018

Host Site Requirements

Recruitment

Host campuses are required to participate in recruitment for the AmeriCorps VISTA position at their site. All host sites must post the position, screen, interview candidates and submit the locally recruited candidate to CCSNE by May 1, 2017. Once a candidate is identified, the candidate must apply to CCSNE VISTA in the my.americorps.gov portal and submit a resume, cover letter and contact information for two additional references (different from those in the myamericorps.gov portal) to ccsnevista@compact.org. All candidates will be interviewed by CCSNE once identified by the host site and submitted. The Corporation for National Service will have final approval of all candidates. After May 1, 2017 CCSNE will seek to place candidates from the national recruitment pool at host sites that have been unsuccessful in identifying a local candidate

For more information about recruitment including job description, recruitment flyer and guidelines, visit ccsne.compact.org.

Supervision

Applicants must designate a person who will serve as the primary host site supervisor. This person must have the capacity to provide day-to-day supervision of the proposed VISTA. *In addition*, the proposed community partner(s) if applicable must also designate a person at their organization who will serve as the secondary supervisor and point-of-contact for the proposed partnership work. CCSNE strongly prefers that the proposed primary supervisor be a full-time employee of the host institution. Year-round supervision is required regardless of the host institution's summer schedule, host supervisors who are faculty members on a 9 or 10-month contract must provide a plan for summer coverage.

General Requirements of Host Sites Supervisors
- Attend supervisor orientation annually
- Provide on-site orientation, direct supervision and support to the CCSNE VISTA
- Oversee the CCSNE VISTA Assignment Description (VAD)
- Meet regularly with the partner and the CCSNE VISTA in addition to ongoing communication

- Attend supervisors orientation, Fall and mid-year grantee meetings
- Accommodate one monitoring site visit annually
- Approve requested CCSNE VISTA leave and report on leave on a monthly basis
- Oversee completion of required paperwork, data collection and reporting
- Communicate with CCSNE in a timely manner regarding issues with assigned CCSNE VISTA, partner sites and/or program implementation.
- Ensure the attendance of CCSNE VISTA members at required training and CCSNE events
- Complete MOUA and compliance paperwork annually

Host Campus Support

Host sites are required to provide their assigned CCSNE AmeriCorps VISTA member with:

- College ID with campus access that includes library privileges
- Secure office/desk space with office supplies
- Daily access to phone and private voicemail
- Daily access to computer with Internet and individual institutional e-mail account
- Access to fax, photocopier, and printer
- A small budget for work-related travel and transportation
- Comprehensive community and campus orientation
- Assistance in securing housing and accessing resources at the local level if necessary

Optional non-cash support: Host sites and community partners are permitted to provide additional non-cash support to CCSNE VISTA members during their year of service. Examples of non-cash support that are allowable are: providing on-housing or rental subsidy paid directly to the landlord for off-campus housing, meal plans, access to the campus fitness center, public transportation passes, access to free or reduced courses, conference attendance and other professional development opportunities. Additional cash payments beyond the CCSNE VISTA living allowance by either the host site or community partner are not permitted.

Host Site Fee

Host site campuses pay an administrative fee known as the "host site fee" to the Campus Compact for Southern New England. Host site fees are comprised of the training and training-related travel costs for the CCSNE VISTA member as well as the host campus cost-share fee for the CCSNE VISTA position. For the 2017-18 program year, the host site fee is anticipated to be a minimum of $6500 and not greater than $7000 based on the total number of host sites sharing the cost-share obligation to the CNCS equally. All host site fees are non-refundable.

Host sites and community partners are welcome to share the cost of the host site fee.

Once CCSNE AmeriCorps VISTA host sites will be invoiced for the host site fee on June 1, 2017 and it will be due July 1, 2017 before the program begins.

CCSNE VISTA Support of Host Sites and VISTA Members

Role of the CCSNE VISTA Program Team
- Oversee the grant implementation, administration, monitoring and compliance with the federal application, procedures and reporting.
- Develop and support host sites.
- Lead member recruitment and support and train host sites in local recruitment.
- Work with the Massachusetts State CNCS office to process CCSNE VISTA applications, onboard VISTA members, complete paperwork and required pre-service orientation.
- Provide extensive training and technical assistance to the CCSNE VISTA Corps as well as the host site supervisors and their partners.
- Convene host site supervisors and CCSNE VISTA members at least twice annually for the purpose of training, information, sharing of best practice and support.
- Provide support to CCSNE VISTA members and host site supervisors by phone, email and on-site as needed.

Capacity Building Performance Measures and Reporting Requirements

Building the capacity of organizations and programs to alleviate poverty is a core principle of the VISTA program and a critical component of every CCSNE AmeriCorps VISTA project. CCSNE AmeriCorps VISTA members do this by expanding the scale, impact, and resource-leveraging ability of programs and organizations and collective impact efforts.

The program requires that every partnership track and collect data. Host sites will be asked to set capacity building goals and track their progress toward achieving them. Data will be collected by CCSNE through online tools at the beginning, mid-year and end-of-year.

Host sites may utilize CCSNE AmeriCorps VISTA capacity building efforts to design and develop data collection tools and performance outcome tools for the partnership as well as design and implement continuous improvement practices for the partnership. It is critical that the partnership be able to measure the effectiveness of its' programming and it is also critical that the partnership measure the effectiveness of the capacity building effort.

Proposals must include evidence that there is a plan in place to collect necessary data, describe data collection methods, and target outputs that will result from the capacity building effort.

In addition, the proposal must detail how the partnership will conduct continuous improvement measures and how the partnership will measure progress toward achieving its capacity building goals.

Application Instructions

Application Assistance sessions will be held on the following dates:

Monday February 27	**Webinar 1:30-3:30 PM**
Tuesday February 28	**Worcester, MA 9:30-11:30 AM**
	Boston, MA 1:30-3:30 PM
Wednesday March 1	**New Britain, CT 2:00-4:00 PM**
Thursday March 2	**Providence, RI 1:30-3:30 PM**

[Click here to register for an application assistance session:](#)

Intent to Apply

[Click here to submit an intent-to-apply for by March 3, 2017](#)

Proposal Submission

1. Complete the online application and upload attachments at:
   www.ccsne.compact.org

Applications must be completed and submitted online **by 5:00 PM** on March 23, 2017.

Notification

Notification of application status will be made on or about April 7, 2017 via email.

Narrative Instructions

Applicants must complete each of the following sections answering the questions for each section and observing the word count limits so that text is not lost when uploading to the online application. Please note the online application specifies character limits, not word counts – the character limits are calculated at 8 characters/word.

Note for renewal applicants: Check the box for renewal if you are currently in Year 1 or 2 of hosting VISTA member and respond to questions for both new and renewal applicants.

Title Page (complete the required information online)

Executive Summary Statement (250 words)

Provide a clear and concise overview of the proposal to host a CCSNE VISTA member, the anti-poverty education focus, goals and the specific capacity building goals for the position. The executive summary will be used to describe your partnership in written materials, in CCSNE VISTA recruitment and on the CCSNE website. Please include the name of the institution, the name of the partner organization(s) and the name/title of the host site supervisor.

Narrative Sections

The following are the required narrative sections for the host site application. The application is completed online and follows this format. It is strongly recommended that you write your responses to each section as a separate document in the order below and then cut and paste them into the online application.

1. **Need Statement (500 words)**
2. **Capacity Building for K-20 Education Success**
   a. Goals/Outcomes (500 words)
   b. History & Partners (500 words)
   c. Campus Connections/Alignment (500 words)
   d. Continuous Improvement Plan and Sustainability (500 words)
3. **Organizational Capacity**
   a. Organizational capacity statement (250)
   b. Minimum requirements certification
   c. Additional non-cash support
4. **Project Management**
   a. Supervision (500 words)
   b. Community involvement (250 words)

c. Data collection/impact assessment/Performance Measures (500 words)
   d. Collaboration with other CNCS programs (250 words)
5. **Recruitment and Member Development**
   a. Recruitment plan (350 words)
   b. Member Development (250 words)
6. **Attachments**
   a. Partner letter of support
   b. Campus letter of support
   c. One-page job description for the proposed CCSNE VISTA position
   d. Completed VISTA Assignment Description (VAD)

Need (500 words)

In this section clearly describe the unmet poverty-related education needs you propose to address using a CCSNE VISTA and how the planned capacity building strategy will lead to the final intended outcomes for the beneficiary community. Include the following:

1. Identify the specific low-income community to be served using current data that is objective and specific to that community. The data should substantiate the need you aim to address. Cite the data source(s).
2. Provide an explanation as to why the needs are unmet
3. Explain how the proposed CCSNE VISTA project is aligned with the PK-20 Education priorities defined in the CCSNE VISTA host site program guidance.
4. Summarize how the intended capacity building work of the CCSNE VISTA will contribute to improved education outcomes for children/students who live in poverty and their families over a three-year period.
5. Include any evidence that suggests your approach will be successful. Evidence should include past performance, results from credible research or results from a similar successful program. Evidence should provide the basis for decisions about the design, frequency and intensity of the proposed intervention.
6. Renewal applicants must specifically address the current need as it relates to the proposed program year (2 or 3) and explain how the need has changed as a result of the existing VISTA support.

For example: An applicant proposes to utilize a CCSNE AmeriCorps VISTA to build capacity for a volunteer recruitment and management system in which recruited student volunteers will tutor 3rd grade students in an underperforming school for an hour a day, three days per week. The applicant believes that as a result of the tutoring the students' academic performance will improve. To support this programming approach, the applicant would describe any evidence that the intervention will result in improved academic performance.

Capacity Building for K-20 Education Success

In this section describe how the capacity building scope of the proposed VISTA will build, complement and/or expand current efforts to address the school readiness, K-12 success or post secondary success needs of low-income children, students and their families.

Address each section:

Goals/Outcomes (500 words)

1. Describe the intended capacity building goals and outcomes of the proposed position including the expected impact?
2. Describe how the capacity building effort of the CCSNE AmeriCorps VISTA will result in increased capacity to meet the educational needs of children/students in underperforming schools and low-income communities.

History & Partners (500 words)

1. Describe the history of this work on your campus/community, and with any of current or proposed partners.
2. Explain how and why the partner(s) were selected.
3. Explain how the partnering organization(s) and/or service beneficiaries were involved in designing the proposed scope of work.
4. Detail the primary departments on campus that the proposed CCSNE VISTA will need to connect with? What other departments need to know about this partnership and its goals?

Alignment with Community Engagement (500 words)

1. How does the CCSNE VISTA host site proposal align with existing plans for community engagement on the campus and with the community?
2. If this proposal is being initiated by a department that is not located within the existing civic engagement and service programs on campus, describe how you will share information and collaborate with the current campus community engagement efforts.

Continuous Improvement Efforts and Sustainability (500 words)

1. Describe how your approach to improving education outcomes will change over time as the work-plan is implemented. What process will be used to identify progress and make changes as needed?
2. If you are submitting a renewal proposal, detail how the program design and/or partnership have refined its approach based on outcomes from the current year.
3. Describe a plan for long-term sustainability of the partnership and its programs at its increased capacity after the service is completed.

Organizational Capacity (250 words)

1. Describe the capacity of your department/campus to successfully host a CCSNE VISTA member in collaboration with your proposed partners including providing the required member support.
2. Describe how you will manage the project and supervise the CCSNE VISTA member;
3. Describe the roles of the key staff who will be involved;

4. Indicate the source of the required host site fee and whether some or all of the partners will contribute to the cost.
5. Describe the experience of your department/organization and/or the partnership in operating anti-poverty programming to benefit the unmet educational needs of children, students and their families;

Please select any non-cash support your host site will provide to the VISTA member from the list provided. Examples of allowable non-cash support include: housing (on or off-campus), meal plans, fitness center passes, public transportation passes, access to free or reduced courses, conference attendance and other professional development opportunities.

Project Management
Supervision (500 words)
1. Describe the plan for daily supervision of the CCSNE VISTA member. Describe the plan for coordinating supervision with partner sites if applicable.
2. Describe the anticipated plan for sharing the CCSNE VISTA work time with partners if applicable.
3. Describe the plan for on-going communication and support between the Supervisor(s) and the CCSNE VISTA member.
4. Describe the plan for monitoring the CCSNE VISTA member's progress in meeting the goals and objectives of the VISTA Assignment Description (VAD)
5. Describe the overall plan for ensuring that the CCSNE member is provided a thorough orientation to the campus, the partners and the community, is supported and given regular feedback.

Community Involvement (250 words)
Describe how your proposed project will ensure that the low-income community being served has input into the project plan, the execution of the project and ongoing support.

Data Collection and Impact Assessment (500 words)
Describe your plans for assessing progress toward achieving your projected outputs and outcomes. Include detail regarding measurement tools to be used data tracking, collection, aggregation and how you will work with partners to collect data.

Collaboration with other CNCS support programs (250 words)
If applicable, describe how you will collaborate with other national service programs that also operate on your campus or with your proposed partner(s) in an effort to support your proposed project.

Recruitment and Member Development (350 words)

All host institutions participate in the recruitment process. Please describe:

1. How will the campus recruit for the proposed VISTA position?
2. What skills are most needed for the CCSNE VISTA to be successful?
3. What are the service-related transportation needs of the proposed VISTA position? Is public transit available? Will the VISTA member need to be a licensed driver? Will the VISTA member need access to a personal vehicle?
4. Please describe how your organization would provide reasonable accommodations to VISTA members with disabilities.
5. If currently hosting a VISTA member, does the current member have plans to serve for another year?
6. How will the partnership provide reasonable accommodations to meet the needs of qualified persons with disabilities wishing to serve as a CCSNE VISTA?

Member Development (250 words)

- Describe potential training and professional development opportunities available to the CCSNE VISTA at your host site

Required Attachments

The following are required attachments:

1. Letter of support from the proposed partner if applicable reflecting commitment and mutual investment in the partnership and its capacity building goals
2. Letter of support from the senior academic administrator in charge of the division where the CCSNE VISTA will be hosted detailing knowledge of the proposal, how the goals of the project are aligned with the institutional mission and vision and a statement of the resource commitment of the campus to support the CCSNE VISTA placement. This letter should also detail how the proposed partnership aligns with existing civic engagement efforts on the campus.
3. One-page job description for the proposed CCSNE VISTA position
4. Completed Volunteer Activity Description (VAD) using the VAD template